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COMMUNICATIONS

Approved For Release 2001/03/04 : CIA-RDP79-01155A000300010006-0

28 June 1967

MEMORANDUM FOR: All OBI Personnel

SUBJECT: Channels for OBI Correspondence

Two ill-advised practices by OBI personnel recently have come to my attention and must cease forthwith -- the use of personal mail for official business directed to DDI overseas personnel, and the sending of memoranda to other CIA offices without the concurrence of division chiefs.

a. The responsibility for all correspondence with Agency overseas personnel which in any way concerns Agency business rests with my Special Assistant. OBI personnel desiring communication with foreign posts should draft a memorandum and direct it to the SA/D/BI for action.

b. Also, it will be the responsibility of all personnel to prepare correspondence addressed to another Agency office either for the signature of or through the Division Chief, or higher authority if appropriate.

JAMES A. BRAMMELL
Director of Basic Intelligence

Distribution:

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